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SECURITY INFORMATION

JUL 23 1952

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

VIA: Chief, Classification and Wage Division

SUBJECT: Request for Additional Slot on the Headquarters
T/O [REDACTED]

25X1A8a

1. Since there has been an increase in the work load of the WE [REDACTED] it is requested that an Operations Officer slot, GS-7, be added to their Headquarters T/O.

2. The general duties to be performed are as follows:

- a. Act as assistant to a country desk officer;
- b. Draft instructions, memoranda, reports and guidance papers on area operations;
- c. Assist in developing projects, plans and drafting justification for logistical and financial support for various projects;
- d. Keep abreast of all field reports and informed of broad area operations programs.

3. Recommend approval of this request.

FOR THE ASSISTANT DIRECTOR FOR POLICY COORDINATION:

[REDACTED]
Chief, Administration
and Logistics Staff

Approved

25X1A9a

*Chief C&W
Request for General
Cabs & Comptroller*

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per R# 9/17/54 - J
RN